preserve
B317/p

App. F. IX-4

Previous References 1934. (L. B)

File No. 72-32

Serial Nos. 14, 16, 24, 25, 26

Later References.

WE91-3 LB

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 7 Live

Part B for August 34

SUBJECT.

System of Work Procedure, Bangalore District Board Office.

SL 261

WD 01965—GPB—15,000—7-7-34

The President D.B. Bangalore through the Deputy Commissioner
Deputy Commissioner, Bangalore District
Comptroller to Government
L.130-2 of 31-7-34

15/8/34 Approves the introduction of the simplified Reports system.

Desirsptn of the Bangalore D&D office - re Office Procedure.

General and Revenue Secretariat | RB File No. 72 | 2004 of 1932. | [App. F, III—2

Serial No.

Para (30) relating to "Corresp^e Registers" page 8 of the D.C's notes of Dirsptn of the Bangalore D&D office on 22/3/32 (RB 72-32-4)

"Corresp^e Registers :- The System of Corresp^e is the new System of Office procedure. This has not been understood properly & the registers are not properly written up. The Section clerks have not brought forward the arrears of previous years in their personal registers. Arrear lists are not being drawn up correctly. This is a Small office, & the new System of office procedure is too elaborate for it. Personal registers are unnecy. A single Current register under the Disposal Number System will serve better."

* * *

2 Dist Member's orders on the above :-

Please examine this

(Sd) . K. M.

3 Subd for orders,

MB 30/10 BP 31.10

4 A | Please put up Copies of the Rules relating to (1) the new System of Office procedure & (2) the Disposal Number System. The file relating to the introduction of the new system in the D&D Office may also be put up.

5 B | B. will be noted on his entitlg to the D&D office. A. may be sent to the Rec. B for putting up Copies & calling

Nov 1924.

MB 5/11

11.11.32

NOTE—Contn. Sheet.

General and Revenue Secretariat

File No. 72 of 1932-33 [App. F. III—2.

Re system of office procedure in the Bangalore Distt Board Office

Serial No.	
	11 Subd. with a draft letter to the D.C. as per order above.
	Jna. Cf. 7.1.33
	12 Issue. MCR 8/1/33.
	20. The D.C. Bangalore vide his no 4555 dated 10.1.33 requests him to suggest a simpler system of office procedure for use in the Distt Board Offices
	C/us CB 10/1/33
	16. From the Dy Commr, Bangalore Dist No. C. Per 1A of 32-33 & 23.5.33 with reference to sl 14, suggests that the simplified Regn in use in all PA offices prescribed in Govt No. R. 7201/dd 15-12-2 & 22.12.19, may be adopted
	13 Submitted for orders.
	14. Refer paras 8 to 11 supra
	15 CB 3/6/33 Ka The file referred to at B in para 3 supra may be returned. The no. & date of the letter may also be returned unofficially from the Distt Board Office whose reference is noted. MR 20/6
	15 The Head clerk of the Bangalore Distt Board office was informally asked to furnish information

The D.C. has been informally asked to furnish the information 23/6/33

NOTE—Contn. Sheet.

TYPING SECTION * 9. JAN. 1933 * GEN'L. & REV. SECTT.

System of Office Procedure 550 Bangalore D.B. Office

General and Revenue Secretariat 283 File No. 9 2 of 1932. 5233 5233 [App. F. III—2

Serial No.

967/

22 Draft letter to President in Subd

DS 27/9. Draft Ltr to b/w

REV. SECTT. 24

To the President, Bangalore D.B. - No: L.2394 of 18.10.33 - Forwards copy of letter (Cl 16) from the Dy Comm'r, Bangalore, & requests him to furnish the opinion of the Bd regarding the proposal in Cl 16.

25 From the Presdt, D.B., Bangalore No 832/33-34 dt 4.5.34 States that the Bd resolved that the system suggested may be adopted Subd for orders, repr papers 19 to 21,

MB 12/5 Please put up a draft Ltr conveying the proposal of the D Comm'r agreed to by the D.B.

28/5

Draft Subd, for approval

MB 9/6 Draft Ltr 29/6

Matter adjd

Discussed 11.7.34

27/7

26 D.B. Bangalore, D.C. Kolar L730-2 & 3, 7-34 Ltr 27/7

Typed for 27/7

TYPING SECTION 8. JUL 1934 GEN. & REVENUE

Ltr to the D.C.'s recommendation to adopt the Register to the Bang D.B. Office

Note—Contn. Sheet.

OFFICE OF THE SECOND MEMBER OF COUNCIL 25 JULY 1934 No 5147

30. JUN. 1934 5354

B 6/8

Appendix F G—1]

SUBJECT .....

.....

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Section LB

File No. 72-32

Serial No. 1/2

Diary No. of letter replied to 9004

No L. 4535

To The Deputy Commissioner

Bangalore District

General and Revenue Secretariat

Sir

the *193*

With reference to

Date of issue 10/1/33

para 30 of the Notes of

inspection of the Bangalore

Dist Board Office Conducted

Signed by Mr M.S.K.

by you on 2.7.1932

observing that the

correspondence registers

have been maintained

in an incomplete manner

~~owing~~ as to the new system

of office procedure ~~being~~

has not been properly understood

~~and followed by the Head~~

List of enclosures .....

~~Office of that type~~ I am

directed to request you to

Copied by .....

Examined by .....

9/1/33

Explain

8

L-4555

9th January 1933.

16

The

The Deputy Commissioner,

Bangalore District.

With reference to para 30 of the Notes of Inspection of the Bangalore District Board Office conducted by you on 2nd July 1932 observing that the Correspondence Registers have been maintained in an incomplete manner as the new system of office procedure has not been properly understood, I am directed to request you to be so good as to suggest a simpler system of office procedure to suit the District Board Office.

I have the honor to be,
Sir,
Your most obedient servant,

MSK

For General Secretary to Government

TRM.2

5389 L 9

In all future communications please quote
No. C2-Per.1/A/32-33
Enc

Tel. Address.—"DEPCOM"
Post Box No 34.

OFFICE OF THE DEPUTY COMMISSIONER,
BANGALORE DISTRICT.

Dated, Bangalore, the 23rd May 1933.

L.B.72-32-14.

FROM

K.V.Anantaraman, Esqr., B.A.,
Deputy Commissioner,
Bangalore District.

GEN. & REV. SECTT
27 MAY 1933
L. & G. BRANCH

To

H.V.Ramaswami, Esqr., M.A., B.L.,
General *Secretary,*
to the Government of Mysore.
Bangalore.

GENERAL SECRETARIAT
25 MAY 1933
No. L.S.9

SIR,

Subject:—

With reference to your letter No.L.4555/L.B.72-32-14 dated 10th January 1933, requesting me to suggest a simpler system of Office Procedure to suit the District Board Office, Bangalore District, I have the honour to suggest that the simplified Register which is a combined receipt and disposal Register, prescribed for and in use in all the Taluk Offices; appended to Government Order No.7201-9/L.R.155-19-2 dated 22-12-1919 will serve the purpose.

I have the honour to be,
Sir,
Your most obedient servant,

Deputy Commissioner,
Bangalore District.

V.V.23-5-33

Appendix F G—1]

SUBJECT .....

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Section Lds.

File No. 72-32

Serial No. 24

Diary No. of letter replied to 5' 385

No. L. 2394/ccl

To

The Presidents
Dt Bd, Bangalore,
Through the Dy Commr
Bangalore Dist

Sir;

I am directed to forward herewith copy of letter No. C. 2. Ber 1/32-338 dt 23.5.33 from the Dy Commr Bangalore Dist, proposing the introduction in the Dt Bd Area, Bangalore, of the simplified Register prescribed for Taluk Offices and I am directed to request you to furnish the opinion of the Dt Bd on the proposal

I have &c

Asst Secy
to Govt

Draft

General and Revenue Secretariat

( )

the 193 .

Date of issue 12/10/33

Signed by Mr A. Subba Rao

List of enclosures 1 as G.O. no R 7201-9 dt L.R 155-19-2 dt 29-12-19 (Cos Encl)

Copied by .....

Examined by .....

Extra

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat II

Dated, Bangalore, 18th October 1933.

No. L. 2394/L.B.72-32-24

From

The *General Secretary to the Government of His Highness the Maharaja of Mysore.*

To

The President,
District Board, Bangalore,

Through the Deputy Commissioner, Bangalore District.

Sir,

I am directed to forward herewith copy of letter No.C.2 Per 1/A/32-33 dated 23rd May 1933 from the Deputy Commissioner, Bangalore District proposing the introduction in the District Board Office Bangalore, of the simplified Register prescribed in Government Order No.R. 7201-9/L.R.155-19-2 dated 21st December 1919 (Copy enclosed) for Taluk Offices and to request you to furnish the opinion of the District Board on the proposal.

I have the honour to be,
Sir,
Your most obedient servant,

Ambaji Rao

for General Secretary to Government.

Ex/m

5233

OFFICE OF THE PRESIDENT,
BANGALORE DISTRICT BOARD.

No 832 33-34

Bangalore 4th May 1934.

From

V. VENKATAPPA, Esq.,
PRESIDENT, DISTRICT BOARD,
BANGALORE.

DEPUTY COMMISSIONER'S OFFICE C2 - 6. MAY 1934 BANGALORE DIST.

GEN. & REV. SECTION 12 MAY 19.. L.S.G. Bgm.

To

The Development Secretary to
The Government of Mysore,
B a n g a l o r e, City.

Through:-
The Deputy Commissioner, Bangalore District.

SIR,

With reference to General Secretary's letter No. L. 2394/L. B. 72-32-24 dated 12th October 1933 calling for the opinion of the Board on the proposal of the Deputy Commissioner Bangalore District in the matter of the introduction in the District Board Office of the simplified Register prescribed in Government Order No. A. 7201-9/L. B. 155-19-2 dated 22nd December 1919, I have the honour to state that the matter was placed before the Board at their meeting held on 31st March 1934, when they resolved that the systems suggested may be adopted.

A copy of the Board's resolution in the matter is also herewith enclosed for reference.

I have the honour to be,
S i r,
Your most obedient servant,

V. Venkatappa
P r e s i d e n t,
District Board.

23399

Memo
Forwarded with Compliments

Deputy Commr
Bangalore Dist

PROCEEDINGS OF THE ADJOURNED MEETING OF THE BANGALORE DISTRICT BOARD, HELD ON SATURDAY THE 31st MARCH 1934 AT 12 NOON.

xx xx xx

7 Letter No. L. 2394/L. B. 72-32-24 dated 12th October 1933 from the General Secretary to Government, Bangalore, requesting opinion of the Board on the proposal of the Deputy Commissioner, Bangalore District in the matter of introduction in the District Board Office the simplified Register presented in Government Order of 22nd December 1919 for use in Taluk Offices.

RESOLUTION:- The system suggested may be adopted.

xx xx xx

Sd/- V. Venkatappa

President,
District Board.

"Copy"

V. Venkatappa

President,
District Board.

4/5

Select 14

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

Read:—

Correspondence ending with letter No. C.2. Per.1.A/32-33, dated 23rd May 1933, stating that the New System of office -- procedure that is in vogue in the Bangalore District Board Office is too elaborate for such a small office and is not properly understood by the staff and suggesting that in its stead the simplified register which is a combined receipt and disposal register prescribed for Taluk Offices in Government Order No. R. 7201-9/L.R. 155-19-2, dated 22nd December 1919 may be adopted in the District Board Office.

2. Letter No. 832/33-34, dated 4th May 1934, from the President, District Board, Bangalore, forwarding the resolution of the Board that the system suggested by the Deputy Commissioner may be adopted.

Order No. L 730-2/LB 72-32-26

Bangalore, dated the ~~30th~~ 31st July 1934.

The Deputy Commissioner's proposal is approved.

Ajeevaraj

For Secretary to Government,
Development Department.

To

The President, District Board, Bangalore through the Deputy Commissioner, Bangalore District.

The Deputy Commissioner, Bangalore District.

The Comptroller to Government.

TRM.5

G.R.S. App. F VI—G 2]

SUBJECT .....

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.....

Diary No. of letter replied to .....

Section LP

File No. 72-32

Serial No. 26

General and Revenue Secretariat

( )

the . *193* .

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 31-7- 1934

Signed by D. V. S. Rao

May this be—

(i) printed ?

(ii) treated as a standing order .

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

Read— Correspondence ending with letter no C2 Ser 1A/32-33 dt 23/5/33 stating that the New System of Office procedure that is in vogue in the Bangalore D.P.O. is too elaborate for a small Office and is not properly understood by the staff and Suggesting that in its stead the Simplified register which is a combined receipt & disposal register prescribed for Taluk Offices in G.O. R 7201-91/LR 155-19-2 dt 22/12/19 may be adopted in the D.P.O. Office

~~Order thereon.—No~~

30/7/34